

Swindon Evangelical Church													
Risk Assessment													
for													
Re-opening Church Building for one Sunday Worship Service					Completed by: John Baker, Luke Moody and Alex Tibitendwa (Deacons)				Date: Mar-21				
Risk can be defined as the likelihood of an event happening combined with the severity of its consequences. It can be quantified as: Risk = likelihood x severity Using a range of 1 to 5 to describe both likelihood and severity results in a risk range of 1 to 25. The risk can be broken down into three categories - Low (1 to 8), Medium (9 to 15) & high (16 to 25).													
Please add any other relevant details here: This assessment applies to one meeting on a Sunday, with no childrens activities. Any other activity requires a separate risk assessment													
Risk assessment procedure: 1. Identify potential risks 2. Using your judgement assign a value to the likelihood and severity 3. Consider actions that can be taken to reduce the risk. 4. Assign new values to likelihood and severity. 5. If the reduced risk is still high reconsider your proposed activity. 6. Add as many rows as you wish, the risk will calculate as you go. 7. Risk Assessment to be approved by the Trustees before an activity can commence													
Potential risks		Severity	Likelihood	Risk		Action to reduce risk			Responsibility	Severity	Likelihood	Reduced Risk	Review
		1 to 5	1 to 5	Sev x Lik	L, M, H	(Mitigation)				1 to 5	1 to 5	Sev x Lik	L, M, H
Health	People falling ill at church	5	2	10	medium	Send home as soon as possible to self isolate if showing COVID-19 symptoms Request that they get tested for COVID-19 Follow contact trace protocol Take list of all attendees			Duty Deacons	5	2	10	medium
	Arriving at church with COVID-19 symptoms	5	3	15	medium	Give clear messaging that nobody with symptoms should attend - posters, website and email communications Send home as soon as possible to self isolate if showing symptoms Request that they get tested for COVID-19 Follow contact trace protocol Take list of all attendees			Sub-Group	5	1	5	low
	Individuals shielding arriving at church	3	2	6	low	Give clear messaging that those shielding should follow Government protocol - email/letter communication Nobody with symptoms should attend - posters, website and email communications			Sub-Group	3	1	3	low
	Member of congregation flagged in contact tracing	1	1	1	low	Keep record of congregation for 21 days Respond to any request from tracing service			Sub-Group	1	1	1	low
Social Distancing	Too many people gathering at door (entering or exiting the church)	3	5	15	medium	Open doors earlier and encourage congregation to stagger arrival and departure (letter/email) Add 2m markings outside of main door, utilising forecourt Nobody on door welcoming Prop open internal doors Multiple hand sanitiser stations Take contact information inside building Separate exit (pulpit end, via garden and through side doors)			Duty Deacons	3	2	6	low
	People engaging in close conversation with or shaking hands with the pastor/preacher	4	4	16	high	Request that any questions are put to preacher afterwards over telephone Remind congregation of importance of social distancing - posters and email/letter			Sub-Group	4	2	8	low
	Room capacity exceeded and 2m rule compromised	2	4	8	low	Clear number limit for service Determine rota for members' attendance, leaving space for visitors Overflow room in school room Duty deacons responsible for monitoring social distance adherence			Sub-Group	2	3	6	low

	Different households talking and mingling on church premises before or after a service	3	4	12	medium	Clear signage and communication with congregation (email/letter) 2m markings on carpet Duty deacons responsible for monitoring social distance adherence Notice from platform after service	Duty Deacons	3	2	6	low
	Different households talking and mingling at church gate/pavement after a service	3	4	12	medium	Clear signage and communication with congregation (email/letter) Notice from platform after service Duty deacons responsible for monitoring social distance adherence	Duty Deacons	3	2	6	low
	Non-compliance of 2m rule by congregation	3	4	12	medium	Clear signage and communication with members 2m markings on carpet Duty deacons responsible for monitoring social distance adherence	Duty Deacons	3	2	6	low
	Congestion in corridors	3	4	12	medium	One-way direction in corridors - clearly marked Communicate floor plan indicating travel routes (email/letter)	Duty Deacons	3	2	6	low
	Congestion in toilets	3	4	12	medium	Limit toilet capacity (one at time) and communicate through signage Lock excess cubicles out of use Encourage congregation to only use if needed (email/letter)	Duty Deacons	3	2	6	low
	Spread of COVID-19 in toilet facilities	3	4	12	medium	Encourage hand washing - signage Cleaning checks every 30 mins by duty deacons (checklist on wall) Improve ventilation in toilets (open windows/extractor) Full cleaning at start and end of meeting	Duty Deacons	3	2	6	low
	Children not social distancing	3	4	12	medium	Remind parents that they should try to encourage social distancing - they are ultimately responsible for their children (letter/email)	Sub-Group	3	2	6	low
	Visitors with mobility issues touching surfaces, slowing traffic flow	3	1	3	low	Ensure wheelchair is included in cleaning list Removal of chairs should mean more room	Duty Deacons	1	1	1	low
Cleaning/hygiene	Spread of COVID-19 on surfaces/furnishings	3	2	6	low	Established cleaning protocol/checklist Hard surfaces (door handles, light switches etc.) cleaned before and after service Leave internal doors propped open Hand sanitiser on tables in foyer - mandate use (email/letter)	Duty Deacons	3	2	6	low
	Poor ventilation spreads COVID-19	3	2	6	low	Ensure all windows are open Remove some ceiling tiles if necessary and use extraction fans	Duty Deacons	3	1	3	low
	Projection of voices/wind instruments spreads COVID-19	3	4	12	medium	No singing Organ or piano only - no music group Screen in front of pulpit Preacher to make use of microphone to amplify voice	Sub-Group	3	1	3	low
	Spread of COVID-19 on hymn books, Bibles and literature	3	3	9	medium	All hymn books, Bibles and literature removed PowerPoint only Communicate that people should bring own Bibles - to be used by them only (email/letter) No notice sheets - electronic only, summary on PowerPoint	Sub-Group	3	2	6	low
	Spread of COVID-19 on mugs and glasses, food	3	2	6	low	No refreshments, limit access to kitchen Discourage bringing snacks to share Communion covered by separate assessment	Sub-Group	3	1	3	low
	Inappropriate tissue/PPE/cleaning item disposal causes contamination	3	3	9	medium	Specific marked bin for COVID-waste (gloves, wipes, tissues) Bin to be emptied at start of each meeting	Duty Deacons	3	2	6	low
Safety of Volunteers and Staff	Cleaning teams come into contact with COVID-19	3	3	9	medium	Wear gloves and face coverings Clearly specified cleaning protocol	Duty Deacons	3	2	6	low
	Stewards/volunteers come into close contact with somebody with COVID-19	3	4	12	medium	Wear face coverings Remove stewards desks Stewards to sit in a socially distanced location Communicate that social distancing also applies to transport (letter/email)	Sub-Group	3	2	6	low
Transport	Sharing of lifts	3	3	9	medium		Sub-Group	3	2	6	low

